Welcome

To

Expanse Report Master 1.0

Manual

Developed By

Systech Digital

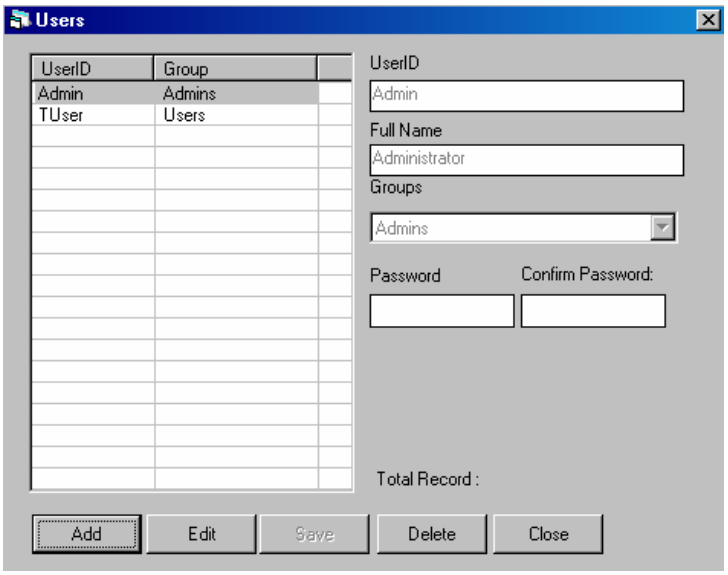
www.systechdigital.com

Login Information -

First you have to Login for use of this software-
For this- you have to entire accurate "User Name" and "Password No" (that you have entered early).

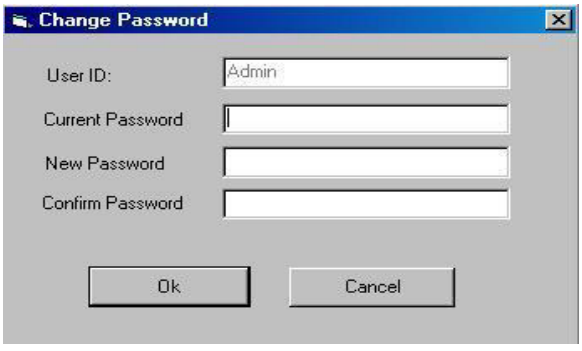
New User :

At first you have to Log In by your user Name or Password.
If you are first time as user then you have to go Administrator → User A new window → Click New Button → Entire User Name → Entire → Password → Reenter Password → Click OK.



Operation: At First users have to entire his/her ID/Name. After that he/she has to enter a new password and Re-Enter the same no. to Confirm Password field (because he/she is the first user so he/she has no need to enter Current Password field).

Change Password Window:



Operation: If you forget your ID/Name. After that you have to enter a new password and Re-Enter the same no. to Confirm Password field (because he/she is the first user so he/she has no need to enter Current Password field).

Common Operations:

View: On the top Data menu bar lists- the Employee/Employee label/Currency/Country etc. click in any Name to view details info on the right side

New: click new button then all fields will be blank, and then enter your required value/Name. After entering all data. Click Save button then a confirmation dialogue will appear click yes to save or no to discard. If you want to cancel adding new field value click on cancel button (as new button is changed to cancel).

Edit: click edit button, then modify field value/Name information then click Save button then a confirmation dialogue will appear click yes to save or no to discard. If you want to cancel editing Name/Value click on cancel button (as edit button is changed to cancel).

Save: After Clicking Add or Edit Button this button will be enabling. Click this button to save.

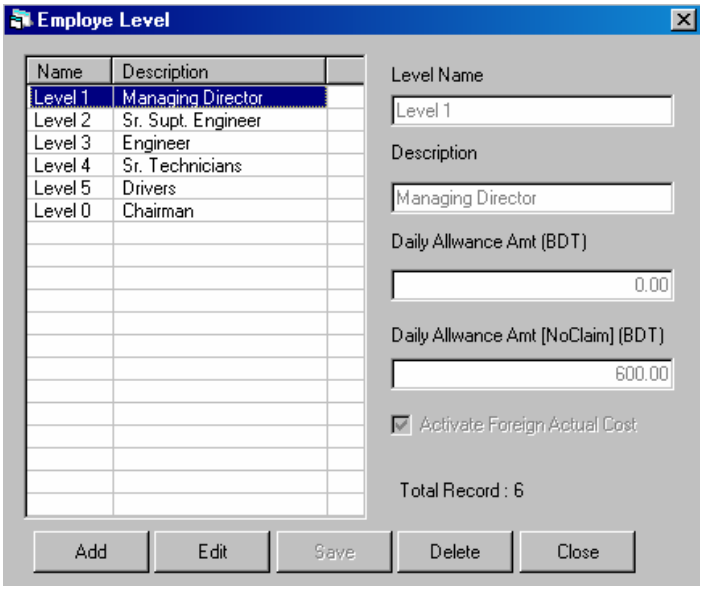
Delete: Click Delete button to delete the selected Name/Data. A confirmation dialogue will appear, and then click yes to delete or no to discard.

Close: Click close button to exit from this window.

Note: if the field value has any customer then the customer group cannot be deleted.

Sub Main Operation:

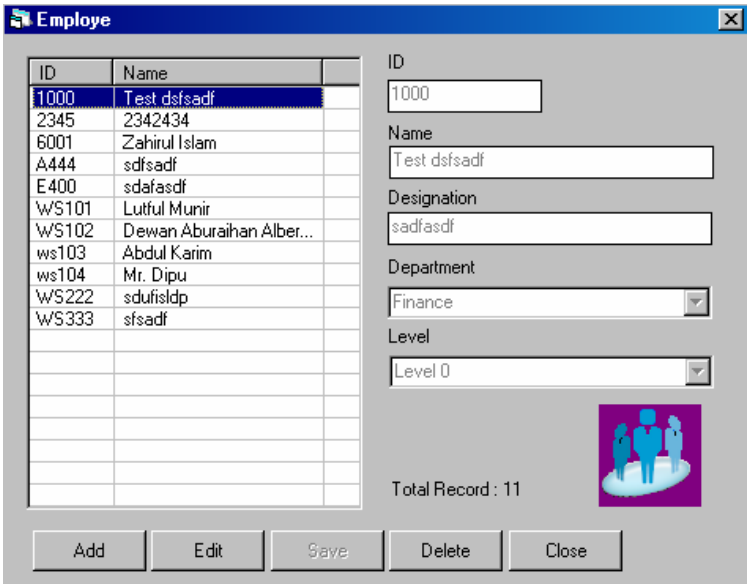
Data: ⟶ Employee Level



Here you have to select one then entire Daily allowance for Claim/No Claim Basis.

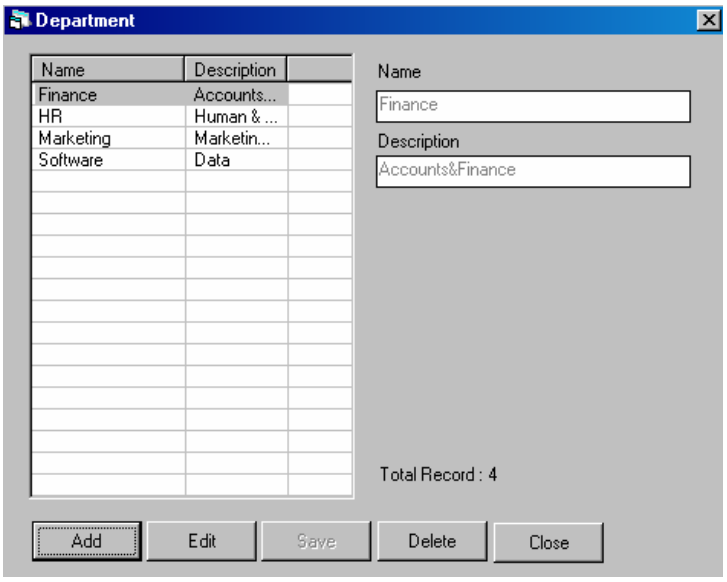
For Add, Edit, Save, Delete, Close See Common Operation.

Data Menu Bar: ⟶Employee



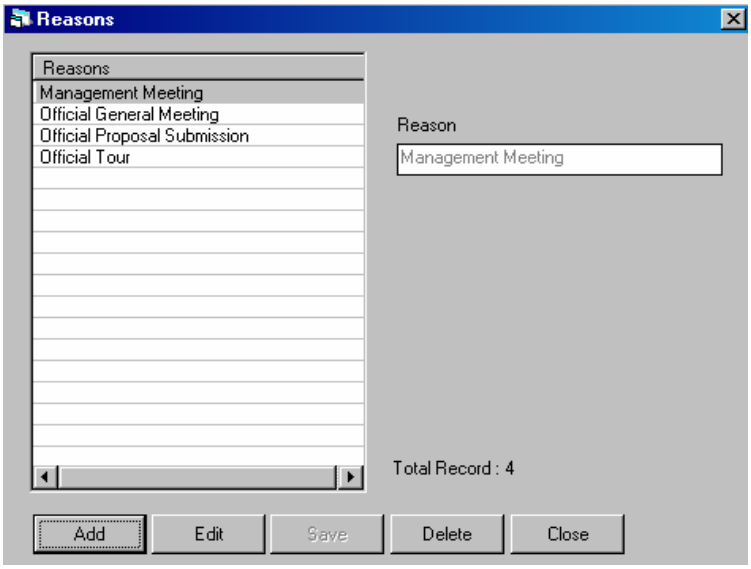
- Here you have to Click ADD Button and Enter all Data. Department & Level will be shown automatically as you stored previously.
- For Add, Edit, Save, Delete, Close See Common Operation.

Data Menu Bar: ⟶Department



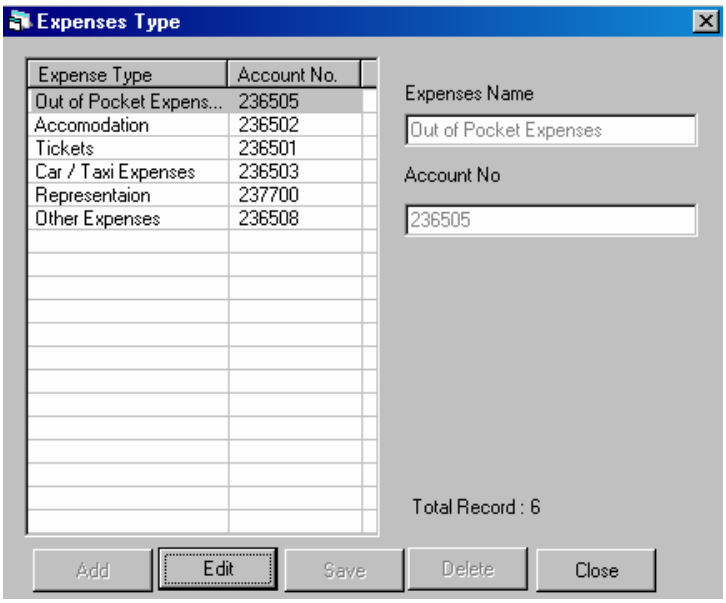
- Here you have to Click ADD Button and Enter all Data.
- For Add, Edit, Save, Delete, Close See Common Operation.

Data Menu Bar: ⟶Reason



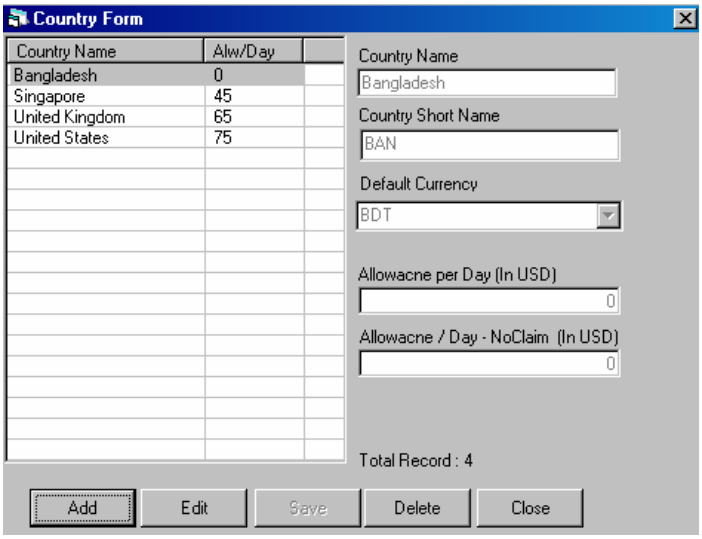
- Here you have to Click ADD Button and Enter the Data.
- For Add, Edit, Save, Delete, Close See Common Operation.

Data Menu Bar: ⟶Expenses Type



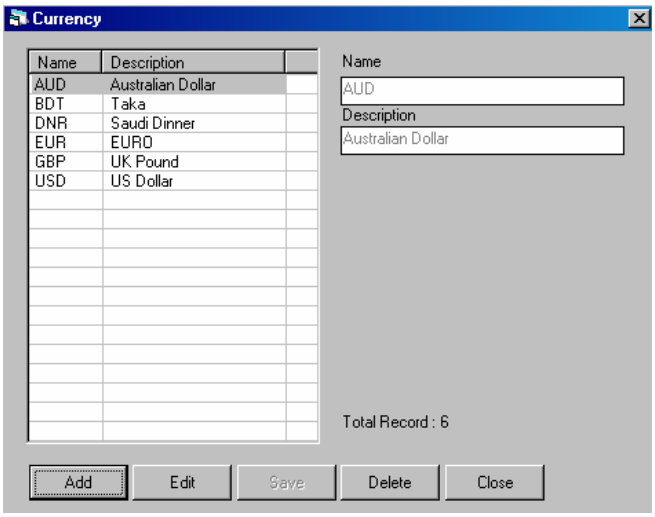
- Here you have to Click Edit Button and Change Data.
- Here Add Button is disable. Because following fields are fixed.
- For Edit, Save, Delete, Close See Common Operation.

Data Menu Bar: ⟶Expenses Type



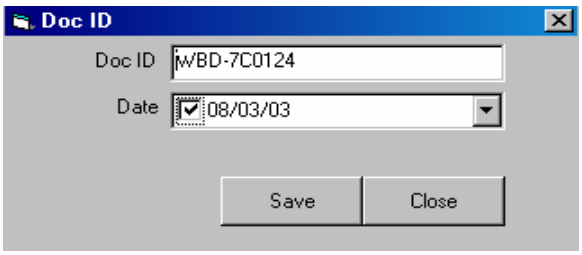
- Click ADD Button and Entire Country Name, Short Name, Currency.
- If your currency is not present in currency field, create it from Currency.
- For Add, Edit, Save, Delete, Close See Common Operation.

Data Menu Bar: ⟶Currency



- Click ADD Button and Enter Currency Name, Description.
- For Add, Edit, Save, Delete, Close See Common Operation.

Data Menu Bar: ⟶Doc ID

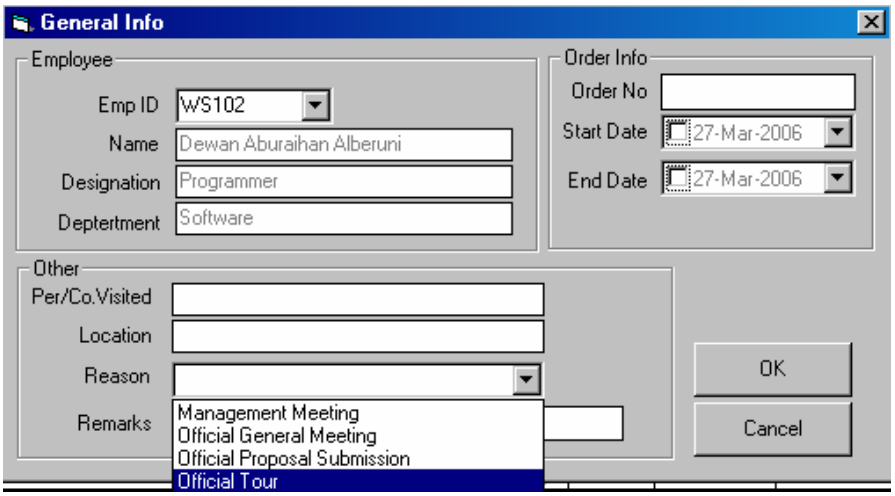


- Entr Doc id and Change Date for Report Creation.
- Click Save Button and after that click Close button.

Working Data Operation

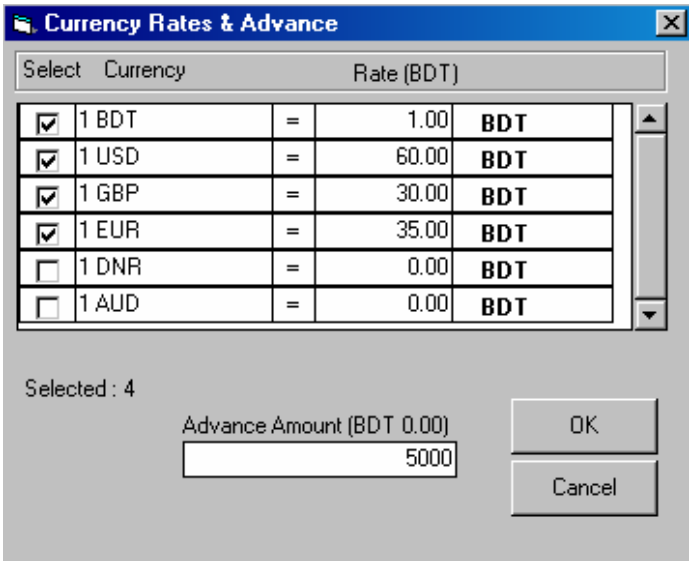
General Information –

- First time a GENERAL info screen will be shown where Employee Information stored.



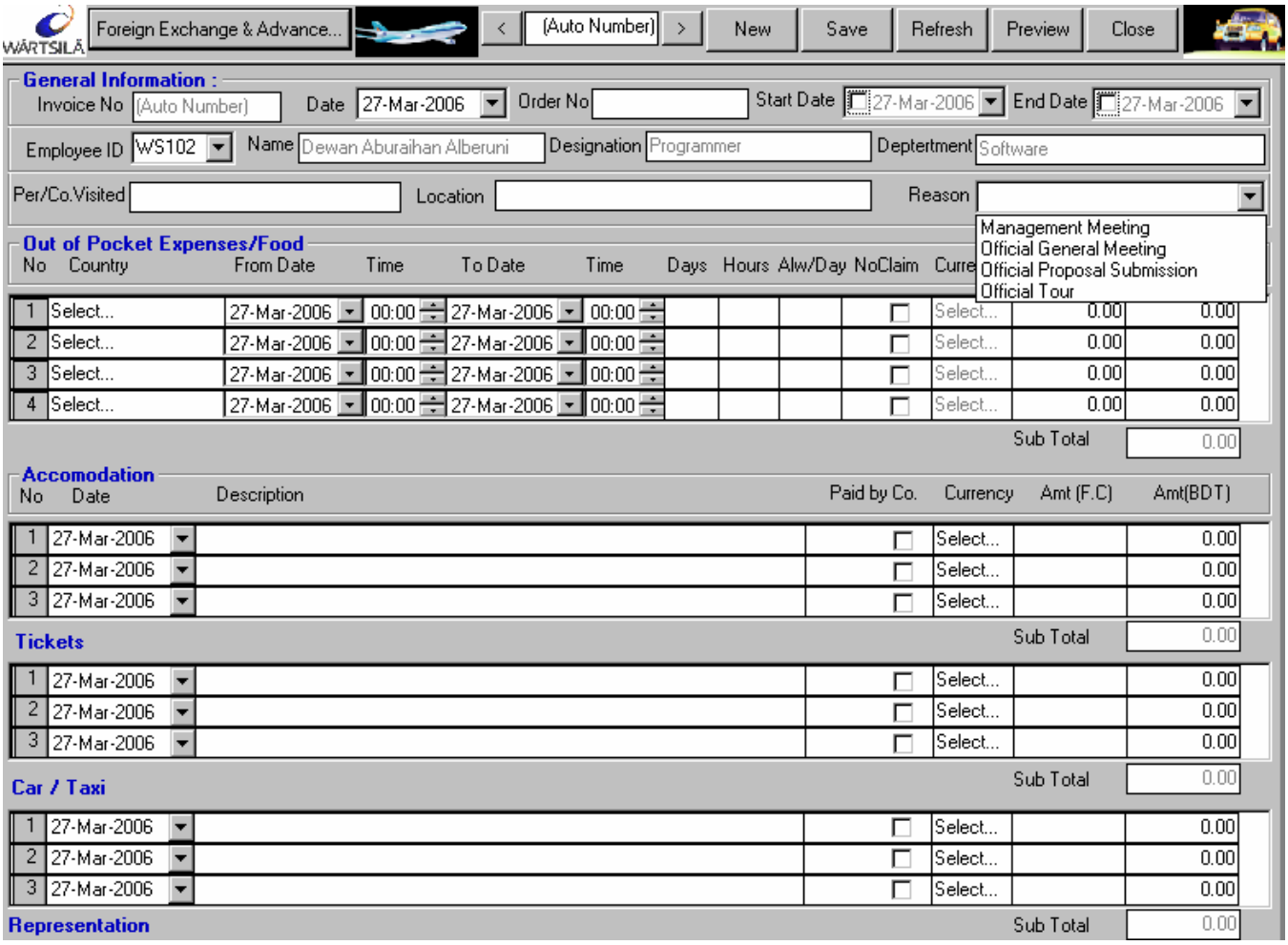
Currency Information –

First time you can select currency which employee expense during travel and can declare the Advance which office paid.



- Click OK Button.

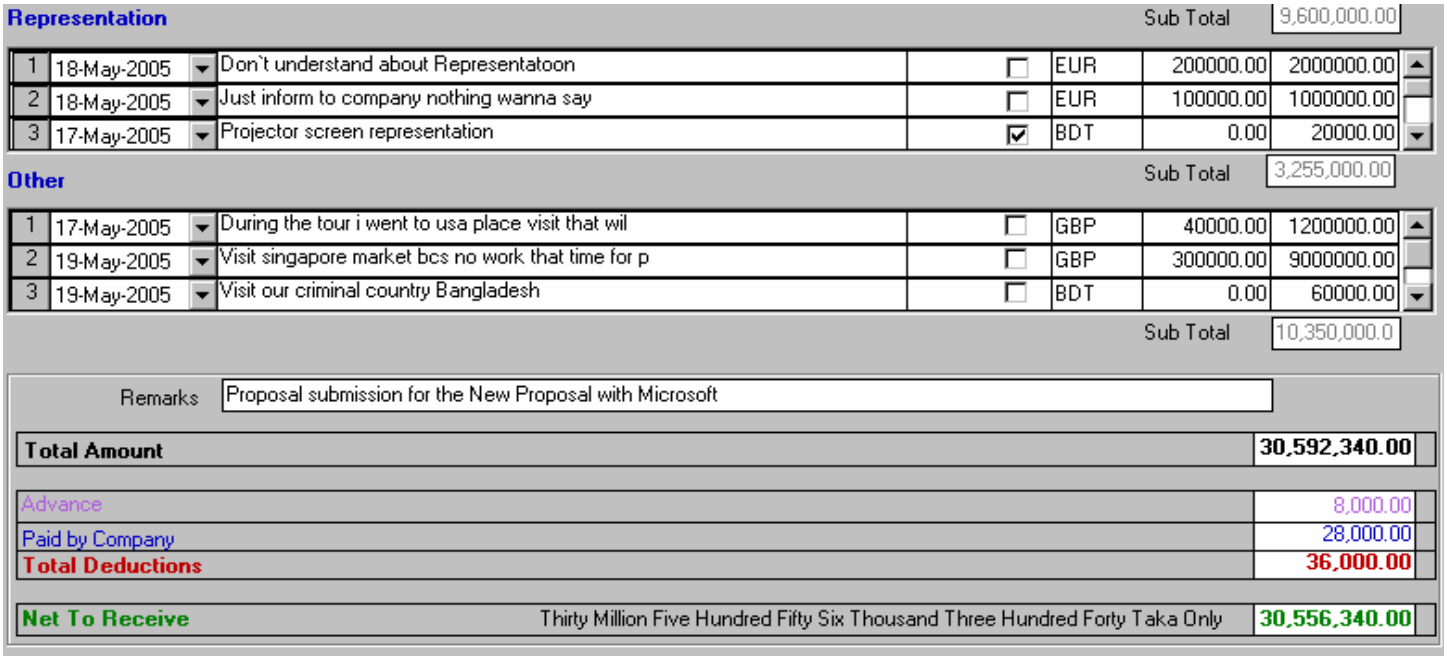
Data Operation



- The General Entered Information data will automatically be shown.
- You have to entire Country where you traveled from date and time To Date and time.
- Days and Hours will automatically be calculated.
- If you have No Claim, select No Claim option.

Note: Only Admin level can allow for no Claim.

- After then you have to select Currency and amount.
- If you select BDT then Amt (BDT) field will enable or for Other Currency Amt (FC) field will enable.
- After that you have to entire data in Accommodation/Ticket/ Car/Taxi/Representation/Other or all as he/she expanse during traveled.



Representation — Sub Total: 9,600,000.00

1	18-May-2005	Don't understand about Representatoon	☐	EUR	200000.00	2000000.00
2	18-May-2005	Just inform to company nothing wanna say	☐	EUR	100000.00	1000000.00
3	17-May-2005	Projector screen representation	☑	BDT	0.00	20000.00

Other — Sub Total: 3,255,000.00

1	17-May-2005	During the tour i went to usa place visit that wil	☐	GBP	40000.00	1200000.00
2	19-May-2005	Visit singapore market bcs no work that time for p	☐	GBP	300000.00	9000000.00
3	19-May-2005	Visit our criminal country Bangladesh	☐	BDT	0.00	60000.00

Sub Total: 10,350,000.0

Remarks: Proposal submission for the New Proposal with Microsoft

Total Amount		**30,592,340.00**
Advance		8,000.00
Paid by Company		28,000.00
Total Deductions		**36,000.00**
Net To Receive	Thirty Million Five Hundred Fifty Six Thousand Three Hundred Forty Taka Only	**30,556,340.00**

- Remarks will be shown automatically which you Entered in General Information or You can newly enter into Remarks field.
- All Calculation will be shown.
- If you want to print this sheet Click Preview Button.
- You need to enter new data in any field and Click Save Button.

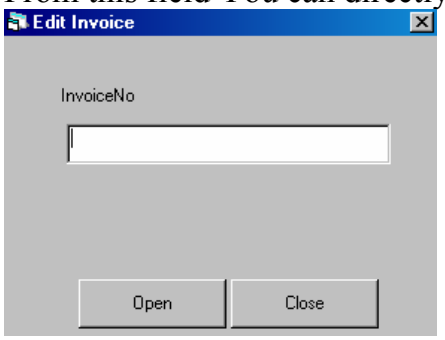
Reports

Report Menu Bar ⟶ Add Report

- You can create a new report sheet from here.

Report Menu Bar ⟶ Edit Report

- From this field You can directly find a Report, by Input Invoice Number



OR

The Printable view will be-

TRAVEL EXPENSE REPORT

Wartsila Bangladesh Ltd.

Invoice No	000000002	Date	17-May-05	Order No	111	Start Date	25-Aug-05
						End Date	24-Nov-05
Name	Dewan Aburaihan Alberuni			Designation	Programmer		
ID No	WS102			Department	Software		
Per/Co. Visited	United States of	Location	USA	Reason	Official Tour		
Exchange Rate	1 USD = 20.00 BDT	1 GBP = 30.00 BDT	1 EUR = 10.00 BDT	1 DNR = 20.00 BDT			

	Place	From		To		Total		Allw. /Day	No Claim	Currency	Amount F.C.	Amount BDT
		Date	Time	Date	Time	Days	Hours					
Out of Pocket Expenses A/C # 236505	United States	17-May-05	4:00	19-May-05	23:44	2	19:44	75		USD	22,500.00	450,000.00
	United Kingdom	18-May-05	15:07	20-May-05	8:11	1	17:04	65		USD	13,000.00	260,000.00
	Bangladesh	29-May-05	0:00	29-May-05	0:00	0	00:00	0		BDT		5,800.00
Total Out of Pocket Expenses												715,800.00

	Description	Paid by Co.	Currency	Amount F.C.	Amount BDT
Accomodation A/C # 236502	Hotel Al sarina one day one night bcs no sit for o	✓	BDT		8,000.00
	no need to accom0dation bcs of fly in Plain		GBP	6,000.00	180,000.00
	Singapore One night bcs flight delay for deep Dew		USD	3,000.00	60,000.00
	tatatatataaaaaaaaaathasssssssssss		EUR	3,000.00	30,000.00
	dadadadadadhhhhiiiiiissssmmmmmmm		USD	60,000.00	1,200,000.00
	Hat fat cow Thif		USD	2,000.00	40,000.00
Total Accomodation					1,518,000.00

Tickets A/C # 236501	bd to USA by singapore airlince		USD	200,000.00	4,000,000.00
	USA to finland to Singapore		EUR	100,000.00	1,000,000.00
	Singapore to Bangladesh by Bangladesh Aireport		GBP	5,000.00	150,000.00
			BDT		3,540.00
Total Tickets					5,153,540.00
Car / Taxi Expenses A/C # 236503	USA hotel Sarina tto Airport		GBP	20,000.00	600,000.00
	finland to airport		EUR	700,000.00	7,000,000.00
	singapore hotel to singapore hotel		USD	100,000.00	2,000,000.00
Total Car / Taxi Expenses					9,600,000.00
Representaion A/C # 237700	Don`t understand about Representatoon		EUR	200,000.00	2,000,000.00
	Just inform to company nothing wanna say		EUR	100,000.00	1,000,000.00
	Projector screen representation	✓	BDT		20,000.00
	cvbcvbcvcvbcvc		DNR	500.00	10,000.00
	vbvbcvbcbvbcvbnvgbvcbv		USD	500.00	10,000.00
	bnvnvlkgmhlkmfg		GBP	7,100.00	213,000.00
	rftgjtoyijpjpiytkykl;tjiuhiuhiugfgl ookmklkfgjlfkg		USD	100.00	2,000.00
Total Representaion					3,255,000.00
Other Expenses A/C # 236508	During the tour i went to usa place visit that wil		GBP	40,000.00	1,200,000.00
	\/isit singapore market bcs no work that time for p		GBP	300,000.00	9,000,000.00
	\/isit our criminal country Bangladesh		BDT		60,000.00
	visit our terrorism country Bangladesh		BDT		90,000.00
Total Other Expenses					10,350,000.00
Total					30,592,340.00

Advance	8,000.00
Paid by Company	28,000.00
Total Deduction	36,000.00

Net to Receive	Thirty Million Five Hundred Fifty Six Thousand Three Hundred Forty Taka Only	30,556,340.00

Remarks Proposal submission for the New Proposal with Microsoft

Employee Signature	Checked	Approved